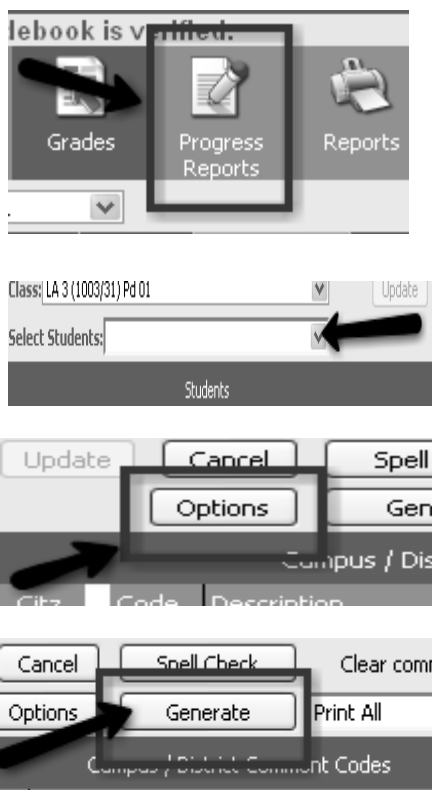# GATS
Gradebook and Attendance Tracking System

Quick Reference Guide
Progress Reports
Comments

Progress Reports and Comments

Progress Reports

1. **Click** on **Progress Reports**

2. **Select Students**

3. **Select Options**

4. **Click Generate**

5. **Click Print**

6. **Click Ok**

*Reminder: Always click **Update** to save changes.

Comments

1. **Click** on **Progress Reports**

2. **Click** on small box next to student name

3. **Use** comment codes provided or create your own comment codes and type letter in box of desired comment

*Reminder: Comments **will not** be viewed by parent on **campus-wide progress reports**. Comments will only appear on End of Nine Week Report Cards. If teachers wish to allow guardians to view comments, teachers must print progress reports for students.